

## **EMPLOYMENT OPPORTUNITY**

**OPEN TO:** All Interested Candidates

**POSITION:** Housekeeper

**OPENING DATE:** April 2, 2007

**CLOSING DATE:** April 16, 2007

**WORK HOURS:** Full-time, 48 hours/week

**MONTHLY SALARY:** \$200

The Deputy Chief of Mission (DCM) of the United States of America to Hanoi is seeking an individual for employment in Hanoi for the Housekeeper position.

### **BASIC FUNCTION OF THE POSITION**

The incumbent of this position will join a team which cleans bedrooms, living room, dining room, bathrooms, windows, terraces and other areas; launders and iron clothing; assists the Cook in preparing food, cook some meals, and assists the House Manager in serving at official functions.

### **QUALIFICATION REQUIREMENTS**

All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criterion.

1. Must have at least one year of janitorial work experience.
2. Level 2 (Limited) English ability is required.

### **TO APPLY**

Interested candidates for this position must submit the following, or the application will not be considered:

1. A letter of interest and a completed resume.
2. Documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

### **SUBMIT APPLICATION TO**

Human Resources Office  
U.S. Embassy, 7 Lang Ha Street, Hanoi.

### **POINT OF CONTACT**

Human Resources Office  
U.S. Embassy Hanoi  
Tel. 84-4-772-1500  
FAX: 84-4-772-0697

**CLOSING DATE FOR THIS POSITION: APRIL 16, 2007**

(All applications must be received by the closing date to receive consideration)